



# [ SFA Verification Summary Report ]

Online Training Workshop  
February 1, 2005

# [ Agenda ]

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- How to Access the Verification Summary Report
- Where to Enter Data on the Verification Summary Report
- How to Submit and Certify the Verification Summary Report




# [ Requirements to Use SFA Verification Summary Report ]

- A computer with an Internet connection.
- A web browser;
  - Microsoft Internet Explorer 4.0 (or higher).
  - Microsoft Internet Explorer version 6.0 is the recommended browser for using VSR.
  - You can download the latest version of Microsoft IE .  
<http://www.microsoft.com.windows.ie/default.asp>

Netscape users may have difficulty viewing this application.

## ]

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|--|
| Michigan Department of Education<br>Grants Coordination and School Support                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
| <b>Verification Report-School Meals Program</b><br><b>Security Access-Form</b>                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                     |  |
| DUE-DATE: → December-15, 2004                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                     |  |
| *This form is required for each person requesting Level 3 "Enter/Certify" security access rights to the following Michigan Education Information System (MEIS) applications:                                                                                                                                                                                                                                                                                                              |  |                                                                                     |  |
| • → <b>Verification Report</b> —Verification Results for School Year 2004-2005                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                     |  |
| Each different or additional designee must complete and submit a separate copy of this form. A new form must be submitted for a replacement designee whenever the individual below is no longer authorized. Each designated individual with Level 3 "Enter/Certify" security access rights has the authority to grant Level 1 "Read Only" or Level 2 "Enter/Edit" rights to other individuals within their organization.                                                                  |  |                                                                                     |  |
| School District/Organization Name                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | Agreement Number                                                                    |  |
| 1. <b>Designated Individual</b> —(Cannot be an employee of a Food Service Management Company)<br>I agree to protect my user identification and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Verification data on MEIS I am certifying that the data is true and correct, that records are available to support it and that it is in accordance with the terms of the existing Agreement. |  |                                                                                     |  |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | MEIS Account Number                                                                 |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | MEIS Account Number                                                                 |  |

# [ Questions ]

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- E-mail

- MDE-SFAVerificationReport@michigan.gov

- Phone

- (517) 373-3347

# Survival Tips

- Click on “SAVE” frequently to avoid losing data from program timeouts.
- Print the HELP instructions by clicking on the HELP button at the upper left of report page.

**School Food Authority Review System**

[Help](#) [User Management](#) [Status Report](#) [Analysis Report](#) [Logout](#)

**SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT**

Sponsor:  Select School Year: 2005 July 1, 2004 - June 30, 2005 SFA Type: ☒ Public ☐ Private

**I. Enrollment, Application, and Eligibility Information (Pre Verification)**

**1. Type of Free/Reduced Price Application Used**

☐ Individual Student ☐ Household

*Report items 2 through 5 as of the last operating day in October*

	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
2. Number of Schools and RCCIs operating the NSLP and/or SBP	<input type="text"/>	
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	<input type="text"/>	

**II. Results of Verification, by Application Type**

**6. Type of Verification Used**

☐ Random ☐ Focused ☐ All Applications

*Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.*

	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change			
# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Hardcopies of the Help Screens

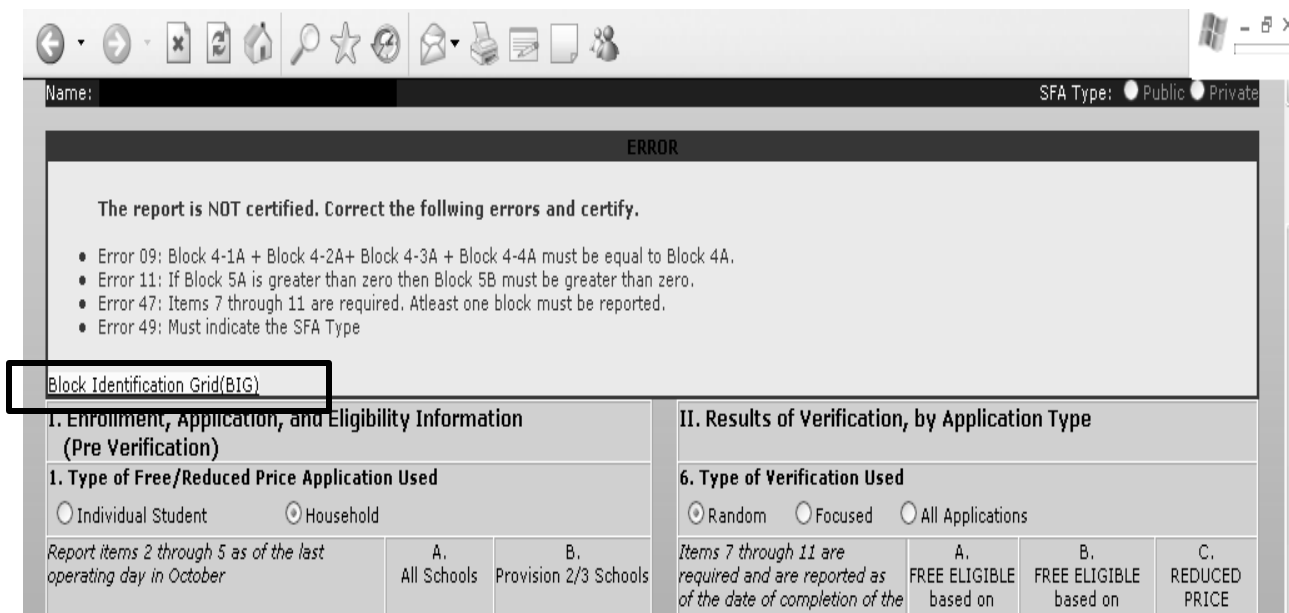
- Click on HELP on the left top of the form for line by line instructions for filling out the SFA Verification Summary Report.
- Print the instructions by clicking on the printer icon.

The screenshot displays the 'School Food Authority Review System' web application. A 'Help' button is highlighted in the top left navigation bar. The main form is titled 'SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT'. It includes fields for 'Sponsor' (with a 'Select' button), 'Name', 'School Year' (set to 2005), and a date range dropdown (set to 'July 1, 2004 - June 30, 2005'). There are also radio buttons for 'SFA Type' (Public/Private). The form is divided into two main sections: 'I. Enrollment, Application, and Eligibility Information (Pre Verification)' and 'II. Results of Verification, by Application Type'. Section I contains a table for reporting items 2 through 5, with columns for 'All Schools' and 'Provision 2/3 Schools'. Section II contains a table for reporting items 7 through 11, with columns for 'FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)', 'FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)', and 'REDUCED PRICE ELIGIBLE'. Both sections include a '7. No Change' section with input fields for the number of applications and students.

I. Enrollment, Application, and Eligibility Information (Pre Verification)		II. Results of Verification, by Application Type			
<b>1. Type of Free/Reduced Price Application Used</b> <input type="radio"/> Individual Student <input type="radio"/> Household <i>Report items 2 through 5 as of the last operating day in October</i>		<b>6. Type of Verification Used</b> <input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications <i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>			
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>	<input type="text"/>		# applications	<input type="text"/>	<input type="text"/>
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>	<input type="text"/>		# students	<input type="text"/>	<input type="text"/>

# Hardcopies of the Help Screens

- Click on Block Identification Grid (BIG) link.
- Print the Block Identification Grid by clicking on the printer icon.



The screenshot shows a web browser window with a toolbar at the top. The main content area displays an error message: "ERROR: The report is NOT certified. Correct the following errors and certify." followed by a list of errors: Error 09, Error 11, Error 47, and Error 49. Below the error message, there is a link labeled "Block Identification Grid(BIG)" which is highlighted with a red box. Below the link, there is a form with two main sections: "I. Enrollment, Application, and Eligibility Information (Pre Verification)" and "II. Results of Verification, by Application Type". Section I includes a sub-section "1. Type of Free/Reduced Price Application Used" with radio buttons for "Individual Student" and "Household". Section II includes a sub-section "6. Type of Verification Used" with radio buttons for "Random", "Focused", and "All Applications". The form also includes a table with columns for "A. All Schools", "B. Provision 2/3 Schools", and "C. REDUCED PRICE".

Name: [redacted] SFA Type: ☐ Public ☐ Private

**ERROR**

The report is NOT certified. Correct the following errors and certify.

- Error 09: Block 4-1A + Block 4-2A+ Block 4-3A + Block 4-4A must be equal to Block 4A.
- Error 11: If Block 5A is greater than zero then Block 5B must be greater than zero.
- Error 47: Items 7 through 11 are required. Atleast one block must be reported.
- Error 49: Must indicate the SFA Type

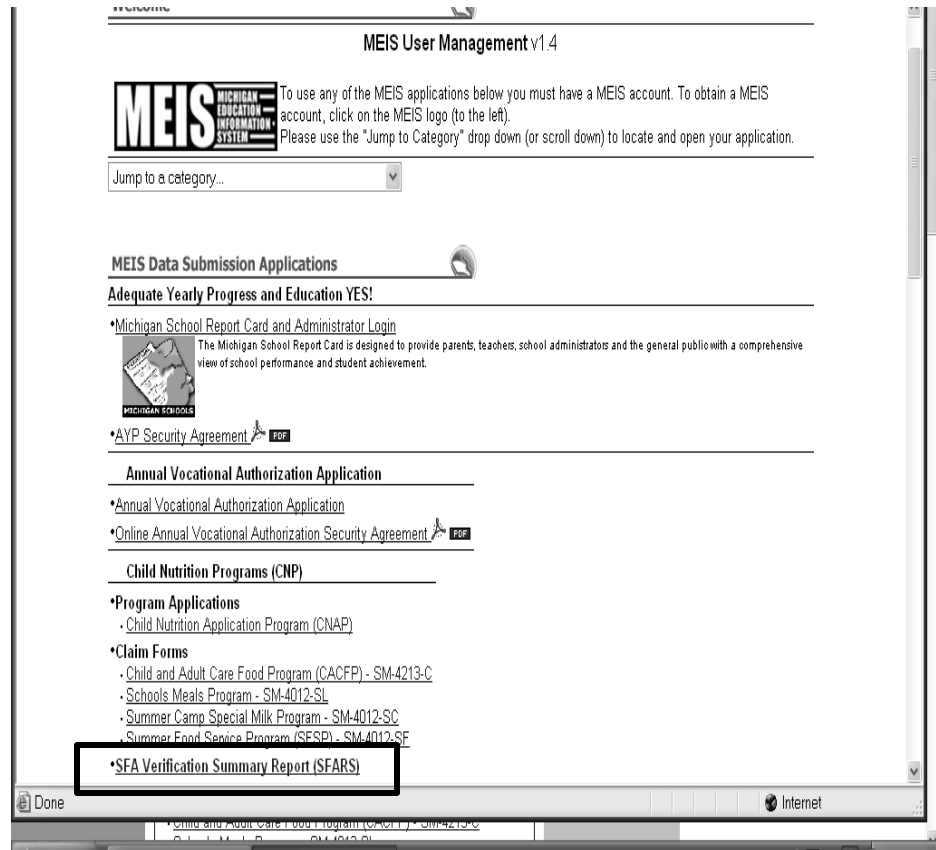
[Block Identification Grid\(BIG\)](#)

I. Enrollment, Application, and Eligibility Information (Pre Verification)		II. Results of Verification, by Application Type				
<b>1. Type of Free/Reduced Price Application Used</b>		<b>6. Type of Verification Used</b>				
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household		<input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools	Items 7 through 11 are required and are reported as of the date of completion of the	A. FREE ELIGIBLE based on	B. FREE ELIGIBLE based on	C. REDUCED PRICE



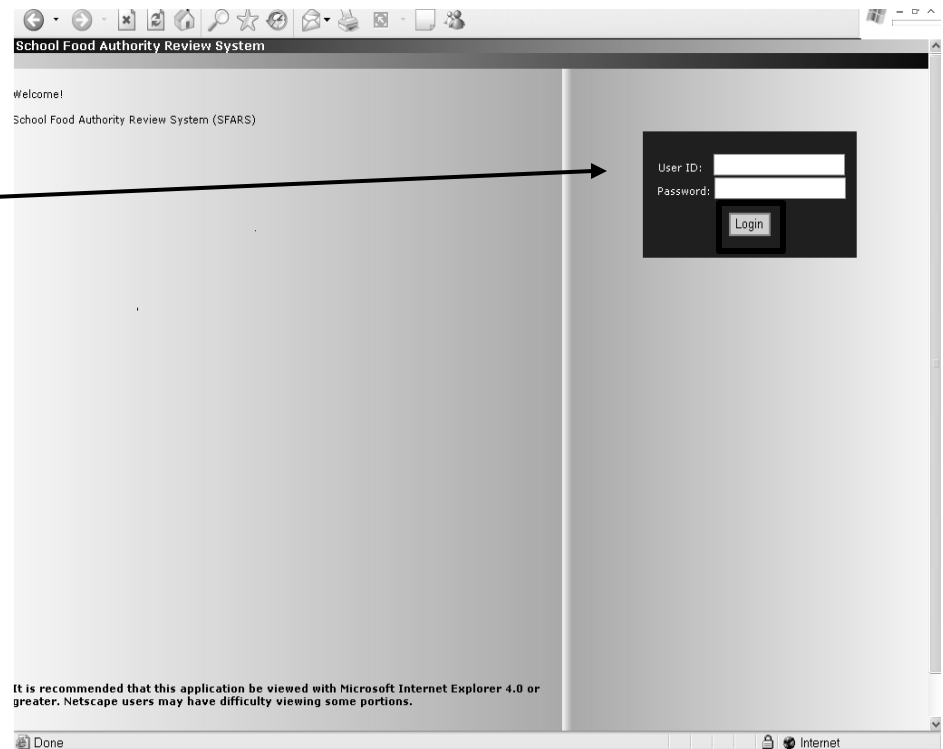
# Accessing the Online SFA Verification Summary Report

- Web site is scheduled to go live February 15, 2005.
- You will access the web site by going to the Michigan Education Information System (MEIS):  
<http://michigan.gov/meis>



# [ Accessing the Online SFA Verification Summary Report ]

- Use your MEIS User ID and Password to logon to SFA Review System.
- Click “Login”.



# SFA Verification Summary Report

- Part I- Provides information about the School Food Authority (SFA).

I. Enrollment, Application, and Eligibility Information (Pre Verification)				II. Results of Verification, by Application Type				
<b>1. Type of Free/Reduced Price Application Used</b> <input type="radio"/> Individual Student <input type="radio"/> Household				<b>6. Type of Verification Used</b> <input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
<small>Report items 2 through 5 as of the last operating day in October</small>				<small>Items 6 through 11 are required and are reported as of the date of completion of the verification process (See Instructions). Item 12 is optional and is reported as of February 15.</small>				
		A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>		3						
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>		1869						
		A. # of Students	B. # of Approved Applications					
<b>4. Total FREE ELIGIBLE reported</b>		195						
<small>4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)</small>								
<small>4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)</small>								
<small>4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application</small>								
<small>4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR</small>								
<b>5. Total REDUCED PRICE ELIGIBLE reported</b>		37						
<small>5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR</small>								
<b>7. No change</b>								
<b>8. Responded, changed to Free</b>								
<b>9. Responded, changed to Reduced Price</b>								
<b>10. Responded, changed to Paid</b>								
<b>11. Did Not Respond</b>								
<b>12. Applied and Re-approved on or Before Feb. 15</b>								

# I. Enrollment, Application and Eligibility

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- Information reported in this section is about the TOTAL number of students and TOTAL number of applications in the School Food Authority.

# 1. Type of Application

- Report the type of application used for students applying for meal benefits; Household (Family) or Individual Student.
- Click on the circle next to the type of application used by the SFA.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used			6. <input checked="" type="radio"/> Individual Student <input type="radio"/> Household
Report Items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	7. <input type="radio"/> <i>Item req of t ver inst opt Feb</i>
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		8. <input type="radio"/> <i>Chi Fre</i>
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		9. <input type="radio"/> <i>Chi Re</i>
	A. # of Students	B. # of Approved Applications	10. <input type="radio"/> <i>Re: Chi Pai</i>
4. Total FREE ELIGIBLE reported	195		11. <input type="radio"/> <i>Re:</i>
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			12. <input type="radio"/> <i>an Re or 15</i>
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

## 2. Number of Schools

- The Total number of Schools and RCCIs operating the NSLP and/or SBP comes from the October 2004 School Meals Reimbursement Claim Form.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used <input type="radio"/> Individual Student <input checked="" type="radio"/> Household			6.
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	7.
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		8.
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		9.
	A. # of Students	B. # of Approved Applications	10.
4. Total FREE ELIGIBLE reported	195		11.
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			12.
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			13.
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			14.
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			15.
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

# [ 3. Number of enrolled students ]

- The number of enrolled students with access to the NSLP or SBP comes from the October 2004 School Meals Reimbursement Claim Form.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used			6.
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			C
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item reg of t ver (ins opt Feb
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7.
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		8. Ch Fr
	A. # of Students	B. # of Approved Applications	9. Ch Re
4. Total FREE ELIGIBLE reported	195		10 Re Ch Pa
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			11 Re
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			12 an Re
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			15
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

# [ 4. Total FREE ELIGIBLE ]

- In Column A, the TOTAL NUMBER of FREE ELIGIBLE STUDENTS reported is from the October 2004 School Meals Reimbursement Claim Form.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used			6.
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			7.
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	8. Ch Fr
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		9. Ch Re
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		10. Re Ch Pa
	A. # of Students	B. # of Approved Applications	11. Re
4. Total FREE ELIGIBLE reported	195		12. an Re or 15
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			



# [ 4-1. Total FREE ELIGIBLE ]

- The TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE whose approval is not subject to verification should be reported in **4-1, Column A.**

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used			6.
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			C
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item req of ver ins opt Feb
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7.
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		8.
	A. # of Students	B. # of Approved Applications	Ch Fr
4. Total FREE ELIGIBLE reported	195		9.
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			Ch Re
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			10
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			Re Ch Pa
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			11
5. Total REDUCED PRICE ELIGIBLE reported	37		Re
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			12
			an Re or 15

## [ 4-1. Total FREE ELIGIBLE ]

- The students in 4-1 were approved based on direct certification, homeless or migrant liaison lists, income eligible Head start, pre—K Even start, residential students in RCCIs or non applicants approved by local officials.

## 4-2. Total FREE ELIGIBLE

- The TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on a FS/FIP/FDPIR case number should be reported in **4-2, Column A.**

**School Food Authority Review System**

Help

**SCHOOL FOOD AUTHORITY VERIFICATION**

Sponsor:  Select

Name:

**I. Enrollment, Application, and Eligibility Information (Pre Verification)**

**1. Type of Free/Reduced Price Application Used**

☐ Individual Student ☐ Household

*Report items 2 through 5 as of the last operating day in October*

	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>	3	
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>	1869	
	A. # of Students	B. # of Approved Applications
<b>4. Total FREE ELIGIBLE reported</b>	195	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)	0	
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)	0	0
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	0	0
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		
<b>5. Total REDUCED PRICE ELIGIBLE reported</b>	37	0
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		

**II.**

6. ☐ *Item req of t ver inst opt Feb*

7. ☐ *Item req of t ver inst opt Feb*

8. ☐ *Item req of t ver inst opt Feb*

9. ☐ *Item req of t ver inst opt Feb*

10. ☐ *Item req of t ver inst opt Feb*

11. ☐ *Item req of t ver inst opt Feb*

12. ☐ *Item req of t ver inst opt Feb*

13. ☐ *Item req of t ver inst opt Feb*

14. ☐ *Item req of t ver inst opt Feb*

15. ☐ *Item req of t ver inst opt Feb*

# 4-2. Total FREE ELIGIBLE

- The TOTAL NUMBER of applications where these students are listed on should be reported in **4-2, Column B.**

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used			6.
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item req of ver ins opt Feb
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		7.
	A. # of Students	B. # of Approved Applications	8. Ch Fr
4. Total FREE ELIGIBLE reported	195		9. Ch Re
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			10 Re Ch Pa
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			11 Re
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			12 an Re or 15
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

# [ 4-3. Total FREE ELIGIBLE ]

- The TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on income/household size information should be reported in **4-3, Column A.**

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used <input type="radio"/> Individual Student <input checked="" type="radio"/> Household			6. <input type="checkbox"/>
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item, req of t ver ins: opt Feb
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7.
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		8. Ch Fr
	A. # of Students	B. # of Approved Applications	9. Ch Re
4. Total FREE ELIGIBLE reported	195		10. Re Ch Pa
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			11. Re
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			12. an Re or 15
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

# [ 4-3. Total FREE ELIGIBLE ]

- The TOTAL NUMBER of applications where these students are listed on should be reported in **4-3, Column B.**

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used <input type="radio"/> Individual Student <input checked="" type="radio"/> Household			6.
<i>Report items 2 through 5 as of the last operating day in October</i>			
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		
	A. # of Students	B. # of Approved Applications	
4. Total FREE ELIGIBLE reported	195		
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			

# 5. Total REDUCED PRICE ELIGIBLE

- The TOTAL NUMBER OF STUDENTS approved as REDUCED PRICE ELIGIBLE is from the October 2004 School Meals Reimbursement Claim Form.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
<b>1. Type of Free/Reduced Price Application Used</b>			6.
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			C
<i>Report items 2 through 5 as of the last operating day in October</i>	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item reg of ver ins opt Feb
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>	3		7.
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>	1869		8.
	A. # of Students	B. # of Approved Applications	Ch Fr
<b>4. Total FREE ELIGIBLE reported</b>	195		9.
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			Ch Re
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			10
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			Re Ch Pa
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			11
<b>5. Total REDUCED PRICE ELIGIBLE reported</b>	37		12
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			an Re or 15

# 5. Total REDUCED PRICE ELIGIBLE

- The TOTAL NUMBER of applications where these students are listed on should be reported in **5, Column B**

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II.
1. Type of Free/Reduced Price Application Used <input type="radio"/> Individual Student <input checked="" type="radio"/> Household			6. C
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	Item, reg of t ver ins: opt Feb
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7.
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869		8. Ch Fr
	A. # of Students	B. # of Approved Applications	9. Ch Re
4. Total FREE ELIGIBLE reported	195		10. Re Ch Pa
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)			11. Re
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			12. an Re or 15
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			
5. Total REDUCED PRICE ELIGIBLE reported	37		
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			



## II. Results of Verification by Application Type

- This section reports what happened as a result of the verification process.
- The “numbers” of students and “numbers” of applications are those in your verification sample.

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Responded, Changed To Free	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Responded, Changed to Reduced Price	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Responded, Changed to Paid	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Did Not Respond	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Reapplied and Reapproved on or Before Feb. 15	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

Internet

# 6. Type of Verification Used

- Click on the circle next to the type of verification used by the SFA.

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications	0	0	0
	# students	0	0	0
8. Responded, Changed To Free	# applications			0
	# students			0
9. Responded, Changed to Reduced Price	# applications	0	0	
	# students	0	0	
10. Responded, Changed to Paid	# applications	0	0	0
	# students	0	0	0
11. Did Not Respond	# applications	0	0	0
	# students	0	0	0
12. Reapplied and Reapproved on or Before Feb. 15	# applications	0	0	0
	# students	0	0	0

Internet

# [ 7. No Change ]

- Report the number of applications with “no change” in eligibility and the number of students on these applications, for each application type.

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>7. No Change</b>	# applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	# students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>8. Responded, Changed To Free</b>	# applications			<input type="text" value="0"/>
	# students			<input type="text" value="0"/>
<b>9. Responded, Changed to Reduced Price</b>	# applications	<input type="text" value="0"/>	<input type="text" value="0"/>	
	# students	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>10. Responded, Changed to Paid</b>	# applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	# students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>11. Did Not Respond</b>	# applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	# students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>12. Reapplied and Reapproved on or Before Feb. 15</b>	# applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	# students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Internet

# [ 8. Responded, Changed to Free ]

- Report the number of applications changed to “free” and the number of students on these applications, for each application type.

**II. Results of Verification, by Application Type**

**6. Type of Verification Used**  
☒ Random ☐ Focused ☐ All Applications

*Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.*

		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>7. No Change</b>	# applications	0	0	0
	# students	0	0	0
<b>8. Responded, Changed To Free</b>	# applications			0
	# students			0
<b>9. Responded, Changed to Reduced Price</b>	# applications	0	0	
	# students	0	0	
<b>10. Responded, Changed to Paid</b>	# applications	0	0	0
	# students	0	0	0
<b>11. Did Not Respond</b>	# applications	0	0	0
	# students	0	0	0
<b>12. Reapplied and Reapproved on or Before Feb. 15</b>	# applications	0	0	0
	# students	0	0	0

Internet

# 9. Responded Changed to Reduced Price

- Report the number of applications changed to “reduced price” and the number of students on these applications, for each application type.

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Responded, Changed To Free	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Responded, Changed to Reduced Price	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Responded, Changed to Paid	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Did Not Respond	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Reapplied and Reapproved on or Before Feb. 15	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 10. Responded Changed to Paid

- Report the number of applications changed to “paid” and the number of students on these applications, for each application type.

**II. Results of Verification, by Application Type**

**6. Type of Verification Used**  
☒ Random ☐ Focused ☐ All Applications

*Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.*

		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>7. No Change</b>	# applications	0	0	0
	# students	0	0	0
<b>8. Responded, Changed To Free</b>	# applications			0
	# students			0
<b>9. Responded, Changed to Reduced Price</b>	# applications	0	0	
	# students	0	0	
<b>10. Responded, Changed to Paid</b>	# applications	0	0	0
	# students	0	0	0
<b>11. Did Not Respond</b>	# applications	0	0	0
	# students	0	0	0
<b>12. Reapplied and Reapproved on or Before Feb. 15</b>	# applications	0	0	0
	# students	0	0	0

Internet

# 11. Did Not Respond

- Report the number of applications for which there was “no response” and the number of students on these applications, for each application type.

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications	0	0	0
	# students	0	0	0
8. Responded, Changed To Free	# applications			0
	# students			0
9. Responded, Changed to Reduced Price	# applications	0	0	
	# students	0	0	
10. Responded, Changed to Paid	# applications	0	0	0
	# students	0	0	0
11. Did Not Respond	# applications	0	0	0
	# students	0	0	0
12. Reapplied and Reapproved on or Before Feb. 15	# applications	0	0	0
	# students	0	0	0

Internet

# 12. Reapplied and Reapproved on or Before Feb. 15

- Report the number of applications and the number of students on these applications, who reapplied and were re-approved for benefits for each application type.
- This information is “optional” for School Year 2004-2005

II. Results of Verification, by Application Type				
6. Type of Verification Used				
<input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications	0	0	0
	# students	0	0	0
8. Responded, Changed To Free	# applications			0
	# students			0
9. Responded, Changed to Reduced Price	# applications	0	0	
	# students	0	0	
10. Responded, Changed to Paid	# applications	0	0	0
	# students	0	0	0
11. Did Not Respond	# applications	0	0	0
	# students	0	0	0
12. Reapplied and Reapproved on or Before Feb. 15	# applications	0	0	0
	# students	0	0	0



# Submitting Data on the Verification Report

- Click on the **Save** button at bottom left of the Report.
- If you cannot complete data entry in one session, click on **Save** before logout.

I. Enrollment, Application, and Eligibility Information (Pre Verification)			II. Results of Verification, by Application		
1. Type of Free/Reduced Price Application Used <input type="radio"/> Individual Student <input checked="" type="radio"/> Household			6. Type of Verification Used <input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications		
Report items 2 through 5 as of the last operating day in October			Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.		
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7. No Change	# applications	2
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869			# students	8
	A. # of Students	B. # of Approved Applications	8. Responded, Changed To Free	# applications	
4. Total FREE ELIGIBLE reported	195			# students	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)	90		9. Responded, Changed to Reduced Price	# applications	0
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)	50	27		# students	0
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	55	32	10. Responded, Changed to Paid	# applications	0
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR				# students	0
5. Total REDUCED PRICE ELIGIBLE reported	37	12	11. Did Not Respond	# applications	0
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR				# students	0
*** Click 'Save' button anytime to save the data entered***			*** Verify all data prior to certifying ***		
Save			Certify		

# Certifying the Verification Summary Report

- After saving the data, a message will be displayed stating that the “Report must be Certified.”

Information

- THE REPORT MUST BE CERTIFIED. After completing the report, hit 'Certify' button to certify the report.

1. Enrollment, Application, and Eligibility Information (Pre Verification)		11. Results of Verification, by Application Type																																																												
<b>1. Type of Free/Reduced Price Application Used</b> <input type="radio"/> Individual Student <input checked="" type="radio"/> Household <small>Report items 2 through 5 as of the last operating day in October</small>		<b>6. Type of Verification Used</b> <input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications																																																												
	<table border="1"> <thead> <tr> <th>A. All Schools</th> <th>B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR</th> </tr> </thead> <tbody> <tr> <td>3</td> <td></td> </tr> <tr> <td>1869</td> <td></td> </tr> <tr> <td>A. # of Students</td> <td>B. # of Approved Applications</td> </tr> <tr> <td>195</td> <td></td> </tr> </tbody> </table>	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	3		1869		A. # of Students	B. # of Approved Applications	195		<table border="1"> <thead> <tr> <th></th> <th>A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)</th> <th>B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)</th> <th>C. REDUCED PRICE ELIGIBLE</th> </tr> </thead> <tbody> <tr> <td>7. No Change</td> <td># applications: 2</td> <td>1</td> <td>0</td> </tr> <tr> <td></td> <td># students: 8</td> <td>5</td> <td>0</td> </tr> <tr> <td>8. Responded, Changed To Free</td> <td># applications:</td> <td></td> <td>3</td> </tr> <tr> <td></td> <td># students:</td> <td></td> <td>20</td> </tr> <tr> <td>9. Responded, Changed to Reduced Price</td> <td># applications: 0</td> <td>0</td> <td></td> </tr> <tr> <td></td> <td># students: 0</td> <td>0</td> <td></td> </tr> <tr> <td>10. Responded, Changed to Paid</td> <td># applications: 0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td># students: 0</td> <td>0</td> <td>0</td> </tr> <tr> <td>11. Did Not Respond</td> <td># applications: 0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td># students: 0</td> <td>0</td> <td>0</td> </tr> <tr> <td>12. Reapplied</td> <td># applications: 0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>				A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE	7. No Change	# applications: 2	1	0		# students: 8	5	0	8. Responded, Changed To Free	# applications:		3		# students:		20	9. Responded, Changed to Reduced Price	# applications: 0	0			# students: 0	0		10. Responded, Changed to Paid	# applications: 0	0	0		# students: 0	0	0	11. Did Not Respond	# applications: 0	0	0		# students: 0	0	0	12. Reapplied	# applications: 0	0	0
A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR																																																													
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<table border="1"> <tbody> <tr> <td>90</td> <td></td> </tr> <tr> <td>50</td> <td>27</td> </tr> <tr> <td>55</td> <td>32</td> </tr> </tbody> </table>		90		50	27	55	32																																																							
90																																																														
50	27																																																													
55	32																																																													



# Error Messages

- Error messages appear on the screen after the data has been certified.
- Error messages refer to the line and column in which the error has been made.

← → × ↻ ⌂ 🔍 ☆ 🌐 📧 🖨️ 📄 📱 📧

Name: \_\_\_\_\_ SFA Type: ☐ Public ☒ Private

**ERROR**

The report is NOT certified. Correct the following errors and certify.

- Error 09: Block 4-1A + Block 4-2A+ Block 4-3A + Block 4-4A must be equal to Block 4A.
- Error 11: If Block 5A is greater than zero then Block 5B must be greater than zero.
- Error 47: Items 7 through 11 are required. Atleast one block must be reported.
- Error 49: Must indicate the SFA Type

Block Identification Grid(BIG)

I. Enrollment, Application, and Eligibility Information (Pre Verification)		II. Results of Verification, by Application Type			
1. Type of Free/Reduced Price Application Used		6. Type of Verification Used			
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household		<input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications			
Report items 2 through 5 as of the last operating day in October		Items 7 through 11 are required and are reported as of the date of completion of the verification process(see instructions). Item 12 is optional and is reported as of February 15.			
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3				
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869				
4. Total FREE ELIGIBLE reported	A. # of Students	B. # of Approved Applications	7. No Change	# applications	0
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)	0		# students	0	0
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an	0	0	8. Responded, Changed To Free	# applications	0
			# students	0	0
			9. Responded, Changed to Reduced Price	# applications	0
			# students	0	0
			10. Responded, Changed to Paid	# applications	0
			# students	0	0

# Error Messages

- The Block Identification Grid (BIG) can be accessed by clicking on the active link at the bottom left of the error message.

Browser window showing an error message and the Block Identification Grid (BIG) form.

**ERROR**

The report is NOT certified. Correct the following errors and certify.

- Error 09: Block 4-1A + Block 4-2A+ Block 4-3A + Block 4-4A must be equal to Block 4A.
- Error 11: If Block 5A is greater than zero then Block 5B must be greater than zero.
- Error 47: Items 7 through 11 are required. Atleast one block must be reported.
- Error 49: Must indicate the SFA Type

[Block Identification Grid\(BIG\)](#)

**I. Enrollment, Application, and Eligibility Information (Pre Verification)**

**1. Type of Free/Reduced Price Application Used**

☐ Individual Student ☒ Household

Report items 2 through 5 as of the last operating day in October

	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3	
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869	
	A. # of Students	B. # of Approved Applications
4. Total FREE ELIGIBLE reported	195	

4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless)

**II. Results of Verification, by Application Type**

**6. Type of Verification Used**

☒ Random ☐ Focused ☐ All Applications

Items 7 through 11 are required and are reported as of the date of completion of the verification process(see instructions). Item 12 is optional and is reported as of February 15.

	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
7. No Change	# applications 0	0	0
	# students 0	0	0
8. Responded, Changed To Free	# applications		0
	# students		0
9. Responded, Changed to Reduced Price	# applications 0	0	
	# students 0	0	

# Guide to Error Messages (BIG)

- The Block Identification Grid (BIG) tells the line and column location of the error.

**School Food Authority Review System**

Help User Management Status Report Analysis Report Logout Close this Window

### Block Identification Grid(BIG)

#### I. Enrollment, Application, and Eligibility Information (Pre Verification)

**1. Type of Free/Reduced Price Application Used**  
☐ Individual Student ☐ Household

*Report items 2 through 5 as of the last operating day in October*

	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>	2A	
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>	3A	
	A. # of Students	B. # of Approved Applications
<b>4. Total FREE ELIGIBLE reported</b>	4A	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)	4-1A	
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)	4-2A	4-2B
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	4-3A	4-3B
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		
<b>5. Total REDUCED PRICE ELIGIBLE reported</b>	5A	5B
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		

#### II. Results of Verification, by Application Type

**6. Type of Verification Used**  
☐ Random ☐ Focused ☐ All Applications

*Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.*

	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>7. No Change</b>	# applications 7A-#Appl # students 7C-#Stu	# applications 7B-#Appl # students 7C-#Stu	# applications 7C-#Appl # students 7C-#Stu
<b>8. Responded, Changed To Free</b>	# applications # students		8C-#Appl 8C-#Stu
<b>9. Responded, Changed to Reduced Price</b>	# applications # students 9A-#Appl 9A-#Stu	9B-#Appl 9B-#Stu	
<b>10. Responded, Changed to Paid</b>	# applications # students 10A-#Appl 10A-#Stu	10B-#Appl 10B-#Stu	10C-#Appl 10C-#Stu
<b>11. Did Not Respond</b>	# applications # students 11A-#Appl 11A-#Stu	11B-#Appl 11B-#Stu	11C-#Appl 11C-#Stu
<b>12. Reapplied and Reapproved on or Before Feb. 15</b>	# applications # students 12A-#Appl 12A-#Stu	12B-#Appl 12B-#Stu	12C-#Appl 12C-#Stu

# [Amending the Verification Summary Report]

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- When making amendments or corrections, remember to click on the SAVE button after typing in the new number.
- The new number will not be accepted if you just hit Enter on your keyboard.

# [Amending the Verification Summary Report]

- Any amendments or corrections will require the report be re-certified.

Name: \_\_\_\_\_ SFA Type: ☒ Public ☐ Private

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**Information**

- THE REPORT MUST BE RE-CERTIFIED. After completing the report, hit 'Certify' button to certify the report.

I. Enrollment, Application, and Eligibility Information (Pre Verification)		II. Results of Verification, by Application Type				
<b>1. Type of Free/Reduced Price Application Used</b> <input type="radio"/> Individual Student <input checked="" type="radio"/> Household		<b>6. Type of Verification Used</b> <input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications				
Report items 2 through 5 as of the last operating day in October	A. All Schools	B. Provision 2/3 Schools  WHICH ARE NOT OPERATING A BASE YEAR	Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>2. Number of Schools and RCCIs operating the NSLP and/or SBP</b>	3		# applications	2	1	0
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>	1869		# students	10	5	0
	A.	B.	<b>7. No Change</b>			
			<b>8. Responded,</b>	# applications		3



# Certifying the Verification Summary Report

- When all errors have been corrected, click on **Certify** again.
- **“This report is certified”** indicates no errors. Print a copy for your files.

SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT					
Sponsor: <input type="text"/> <input type="button" value="Select"/>		School Year: 2005 July 1, 2004 - June 30, 2005			
Name: <input type="text"/>		SFA Type: <input checked="" type="radio"/> Public <input type="radio"/> Private			
<b>Information</b>					
<ul style="list-style-type: none"> <li>The report is certified.</li> </ul>					
<b>I. Enrollment, Application, and Eligibility Information (Pre Verification)</b>			<b>II. Results of Verification, by Application Type</b>		
<b>1. Type of Free/Reduced Price Application Used</b>			<b>6. Type of Verification Used</b>		
<input type="radio"/> Individual Student <input checked="" type="radio"/> Household			<input checked="" type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications		
<i>Report items 2 through 5 as of the last operating day in October</i>			<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>		
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3		7. No Change	# applications	2
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869			# students	10
	A. # of Students	B. # of Approved			
			8. Responded, Changed To	# applications	

# Print a Copy for your Files

- Always remember to print a copy for your files, each time corrections or amendments are made to the Verification Summary Report.

The screenshot displays the 'SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT' interface. At the top, there's a navigation bar with links like 'Help', 'User Management', 'Status Report', 'Analysis Report', and 'Logout'. Below this, a header section includes 'Sponsor: [Select]', 'School Year: 2005', and a date range 'July 1, 2004 - June 30, 2005'. The 'SFA Type' is set to 'Public'. The main content area is divided into two primary sections: 'I. Enrollment, Application, and Eligibility Information (Pre Verification)' and 'II. Results of Verification, by Application Type'. Section I includes a 'Type of Free/Reduced Price Application Used' (Individual Student or Household) and a table for reporting items 2 through 5. Section II includes a 'Type of Verification Used' (Random, Focused, or All Applications) and a table for reporting items 7 through 12. The bottom of the window shows a 'Done' button and an 'Internet' status indicator.

I. Enrollment, Application, and Eligibility Information (Pre Verification)		II. Results of Verification, by Application Type			
1. Type of Free/Reduced Price Application Used		6. Type of Verification Used			
<input type="radio"/> Individual Student <input type="radio"/> Household		<input type="radio"/> Random <input type="radio"/> Focused <input type="radio"/> All Applications			
Report items 2 through 5 as of the last operating day in October		Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.			
	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
2. Number of Schools and RCCIs operating the NSLP and/or SBP	3				
3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)	1869				
	A. # of Students	B. # of Approved Applications			
4. Total FREE ELIGIBLE reported	195				
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)	90				
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)	50	27			
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	55	32			
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR					
5. Total REDUCED PRICE ELIGIBLE reported	37	12			
5-1. # reduced price eligibles reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR					
		7. No Change			
		# applications			2
		# students			10
		8. Responded, Changed To Free			
		# applications			
		# students			3
		9. Responded, Changed to Reduced Price			
		# applications			0
		# students			0
		10. Responded, Changed to Paid			
		# applications			0
		# students			0
		11. Did Not Respond			
		# applications			0
		# students			0
		12. Reapplied and Reapproved on or Before Feb. 15			
		# applications			0
		# students			0

# Verification Summary Report

## Due Date

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- Report must be submitted online via the Michigan Education Information System (MEIS) by March 15, 2005.

# [ Questions ]

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- E-mail

- [MDE-SFAVerificationReport@michigan.gov](mailto:MDE-SFAVerificationReport@michigan.gov)

- Phone

- (517) 373-3347